

DEPARTMENT OF NATURAL RESOURCES

Human Resources Policy No: 10

Effective Date: February 24, 1999

Subject: Workplace Harassment

Authorization: R.S. 36:354

I. Policy:

The Department of Natural Resources strictly prohibits harassment of employees on the basis of race, color, religion, age, disability or national origin. Verbal or physical conduct that creates an intimidating hostile, or offensive work environment is the type of conduct which is prohibited by this policy. This includes sexual harassment of employees.

II. Purpose:

The purpose of this policy is to provide guidance to employees and management to address the occurrence of harassment in the workplace.

III. Applicability:

This policy applies to all employees within the Department.

IV. Procedures:

All complaints regarding harassment by any manager or fellow employee should be immediately communicated to the human resource director. Each employee has not only a right, but a duty, to report conduct which he or she believes may constitute harassment. The Department of Natural Resources will not condone or authorize any kind of retaliation against any employee who has made a good faith report of any conduct which he or she believes may constitute harassment in violation of this policy. The Department will thoroughly investigate any allegations of harassment and maintain confidentiality to the extent consistent with a thorough investigation. Any employee at any level found to have engaged in the harassment of another employee in violation of this policy will be subject to appropriate disciplinary action, up to and including termination.

Examples of actions that may constitute harassment in violation of this policy include epithets, slurs, or negative stereotyping. Written materials in the workplace showing hostility toward an employee because of the employee's race, color, religion, gender, national origin, age, or disability are also prohibited.

The Department of Natural Resources also strictly prohibits sexual harassment of employees. Sexual harassment has been defined as follows:

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature constitutes sexual harassment when

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The issue of sexual harassment is addressed more specifically in Human Resources Policy No. 10-A.

V. Responsibility:

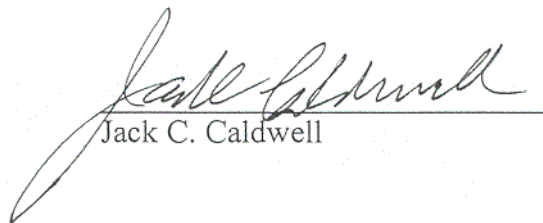
It is the responsibility of each supervisor to assure all employees understand and comply with this policy.

VI. Exceptions:

There will be no exceptions to this policy.

VIII. Questions:

Questions regarding this policy should be directed to the Human Resources Division.


Jack C. Caldwell

11-26-02
Date